

Job Title	Administrative Associate
PVN ID	LA-1803-002409
Category	Clerical/Office Services
Location	LAGUARDIA C. C.
Department	Division of Adult and Continuing Educati
Status	Full Time
Salary	Depends on qualifications
Hour(s) a Week	35
Closing Date	May 23, 2018 (Or Until Filled)

General Description

LaGuardia's Division of Adult & Continuing Education (ACE) provides high quality pre-college, English language acquisition, workforce development training and business services to more than 30,000 New Yorkers a year to assist them in advancing their careers, education and businesses.

The Administrative Associate will provide general office administrative support for the Office of the Vice President of Adult and Continuing Education. S/he will provide direct administrative support to the assigned Assistant Dean. S/he will work closely with the other administrative staff in the Vice President's office in the regular operation of the office.

The Administrative Associate will provide a critical role in sustaining effective communication within the Division; communicating with other areas of the College and provide information to students, as well as the general public. In addition, the Administrative Associate will assist in the preparation of reports, presentations, memos and special projects; overseeing the production of meeting minutes; word processing; creating spreadsheets and charts; working on databases; answering telephones; providing information to relaying and prioritizing messages; opening, sorting, distributing and prioritizing mail; and performing other special projects as assigned.

GENERAL DUTIES

The Administrative Associate performs the following tasks:

- Manages Assistant Dean scheduling and maintains accurate up-to-date calendars.
- Communicates key information and updates to divisional leaders and staff as requested.
- Under the direction of the Assistant Dean, manages data collection and data sharing activities for the respective cluster inclusive of SharePoint sites, Divisional dashboard and other related internal platforms.
- Inputs information into the databases and produces data reports.
- Coordinates the development, tracking and progress reporting of the Division's Strategic Plan; emphasis on the collection of benchmark and milestone data from responsible division leaders.
- Prepares and disseminates reports and presentations that include spreadsheets and related charts.

- Oversees production and dissemination of minutes of various meetings.
- Serves as assistant on Search Committees by providing the committee with resumes, contacting and scheduling interviews with potential candidate.
- Plans and prepares for campus based, remote or offsite conferences/convening with external partner agencies, businesses and community based organizations.
- Makes travel arrangements as necessary in accordance with University/Division expense policy and submits requisite reimbursement paperwork.
- Provides assistance and responds to verbal and written requests for information.
- As requested, researches information or background materials for meetings and special projects.
- Coordinates scheduling and meeting details.
- As directed, screens guests, phone calls, and correspondence.
- Assists in preparing material to be distributed at committee meetings.
- Answers incoming telephone calls and take messages accurately and completely.

Other Duties

- Ensures functioning of all office equipment, e.g. copier, fax machine.
- Receives and post all mail and other delivery and shipments, e.g. overnight mail service.
- Maintains the professional appearance of the office.
- Maintains files (electronic and hardcopy) as needed.
- From time to time, undertakes errands that require travel outside of the office.
- Demonstrates collegiality in work relationships and work effectively as a member of team.
- Other related duties as assigned.

Qualifications

Bachelor's degree plus 3 years of experience in an office environment. Possess a strong knowledge of administrative practices and procedures. Excellent oral and written communication, interpersonal, and computer skills, including knowledge of Microsoft Office Suite.